

# **BYLAWS**

for the  
Midvale Park Neighborhood Association

## **ARTICLE I. BOUNDARIES**

*1.0 The Midvale Park Neighborhood Association shall encompass an area bounded on the North by Irvington Road, on the East by the Santa Cruz River, on the South by Valencia Road, and on the West by Mission Road and shall encompass both sides of the identified boundary.*

## **ARTICLE II. MEMBERSHIP**

*1.0 A Voting Member of the Association shall be an adult eighteen years of age or older, residing in or owning a business or real property located within the boundaries of the Neighborhood Association.*

## **ARTICLE III. OFFICERS**

*1.0 The elected Officers will comprise the Board of Directors or the Association (herein referred to as the "Board").*

*2.0 The Board members shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting in April. The outgoing President will act in an ex-officio capacity to the new board for one year. The duties of the Officers shall be as follows:*

*2.1 The President shall call and preside at all meetings, shall act for and in behalf of the membership of the Association, shall appoint any special committees necessary for the operation of the business of the Association and shall act as official spokesperson of the Association.*

*2.2 The Vice-President shall, in the absence of the President assume all the duties of that office and shall be responsible for publicity and notification of meetings of the Association.*

2.3 The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the Association. The Secretary shall transcribe the minutes of each meeting within ten (10) working days and shall submit a copy of the annual meeting minutes to the City of Tucson Citizen and Neighborhood Services (CNS). The Secretary shall make Association records available, to any Association Voting member, upon request, within a reasonable time.

2.4 The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. The Treasurer shall be responsible for maintaining a current record of membership. Under the direction of the President, the Treasurer will provide operational supervision for any fundraising activities/ projects voted upon by the Board or Voting Members.

3.0 Any Voting Member and/ or Association Officer may be removed from office through a vote by two-thirds (2/3) of the voting membership at the next scheduled Association meeting.

4.0 Any Board member will automatically be removed from office for missing three consecutive regularly scheduled Association meetings. Meetings for this paragraph do not include any special or separate board meetings.

5.0 No member shall hold more than one office at a time except as specifically expressed in these Bylaws.

6.0 All records of the Officers pertaining to the business of the Association shall remain the property of the Association.

7.0 Election of new Association officers, due to either being removed from office or vacating the position, will occur the following month at the scheduled Association meeting.

#### ARTICLE IV. COMMITTEES

1.0 The President shall appoint Committees as necessary to implement the purposes of the charter.

2.0 The President or a designated officer shall be ex-officio member to all committees.

## ARTICLE V. MEETINGS

- 1.0 There shall be an annual meeting in May, and monthly meetings as deemed necessary, at a time and place called for by the President to conduct the business of the Association. Meetings will be conducted under the current edition of "Robert's Rules of Order" in all cases to which they apply and do not conflict with the specific provisions of the Bylaws or any special rules that the Association may adopt. The date and time of scheduled monthly meetings is to be determined during the annual Association meeting.
- 1.1 The order of business at all meetings of the Association membership shall be as follows:
  - a. Call to Order
  - b. Minutes of Previous Meeting
  - c. Report of the President
  - d. Report of any committees or officers as necessary
  - e. Old Business
  - f. Call for the Good of the Order ( Open Forum)
  - g. Adjournment
- 1.1.1 If a guest speaker is present, the order of business for the meeting may be altered by the President.
- 1.2 A special meeting can be called at any time by petition of at least ten (10) percent of the current Voting Members.
- 1.3 The Voting Members present shall constitute a quorum at any Board meeting called by the President.
- 1.4 A majority of the Board shall constitute a quorum at any Board meeting called by the President.
- 1.5 Any measure may be approved by a majority of votes at a monthly or special meeting unless otherwise specified by the Bylaws.
- 1.6 Proxy voting is not permitted.
- 1.7 The Board shall meet when requested by the President.

1.8 A majority of the Board may call a special Board meeting.

1.9 Minutes of all Board meetings will be approved at the next monthly meeting. Minutes of all meetings will be made available on request to any Voting Member by the Secretary.

#### ARTICLE VI. NOMINATION, ELECTION, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

1.0 Nominations of Officers shall be made at the monthly meeting in May.

1.1 Election of Officers shall be held at the Annual Meeting in May and the election outcome will be determined by whoever received the most votes for the office. Their terms of office shall begin at the conclusion of the Annual Meeting.

#### ARTICLE VII. DISBURSEMENT OF FUNDS

1.0 There will be no expenditures exceeding five hundred dollars (\$500) without a majority vote of the membership at the monthly or annual meeting.

1.1 All expenditures of five hundred dollars (\$500) or less must be approved by a majority vote of the Board.

1.2 The Association checking account shall require the signature of any combination of two elected officers, but three officers will be on the signature card. For the purposes of the signature card and checking account, Officers are defined as President, Vice-President, and Treasurer.

#### ARTICLE VIII. AMENDMENT OF BYLAWS

1.2 The Association Bylaws may be amended by a majority vote at a meeting called specifically for that purpose or at an announced monthly meeting. At a minimum, a review of the Bylaws will be conducted every two (2) years by the same committee selected to review the Association Charter.

## ARTICLE IX. GENERAL

- 1.1 *If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.*
- 1.2 *Any program or committee approved by the Association shall follow the guidelines and regulations set forth by the Board.*